

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



## SPECIAL MEETING MINUTES

OCTOBER 7, 2014

President pro tem Pete Kelley called the special meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, October 7, 2014 in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

Attendance	Present	Absent	Attendance	Present	Absent
B. Aitcheson	X		P. Kelley	X	
D. Carter	X		J. Tabb	X	
C. Conroy	X		J. Wysong	X	

### Also in attendance:

Ed Hannon, Deputy Director  
Marty Freeman, Business Manager

**Election of JCESA Officers:** The floor was opened for nominations. . R. Aitcheson suggested that the Board go through the agenda item on By-Laws prior to the vote on officers so that the actions on Officers would be consistent with any changes that might be made to the By-laws J. Tabb read page 5 which stated the Board would elect a Chairman, Vice Chairman and Treasurer and may appoint a Secretary.

Vote: Unanimous consent.

**JCESA By-Law Review:** Attachment 1 was distributed by P. Kelley as proposed changes to the existing JCESA By-Laws.

Attachment 2 includes the edits as dictated during the meeting.

Edit 1 – Update to July 31, 2014

Edit 2 - R. Aitcheson moved that the board accept P. Kelley's proposed ordinance changes (Att 1) updated to comport with the officer titles in the new Ordinance  
Second by C. Conroy.

J. Tabb offered an amendment to the motion to edit Article 3 (b) to strike "and acts as the Board's liaison with the Operations Manager and JCESA staff, as well as with the Commission".  
Second by C. Conroy.

Vote: Unanimous

Edit 3 – Art 3 (b) *The secretary appointed by the Board shall ensure....*

Edit 4 - Page 6 first full paragraph, strike *secretary* and add Director or designee shall prepare agendas in consultation with the Chairman.

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Edit 5 - Page 6 first full paragraph second sentence – Agendas should be posted at JCESA’s principal offices *and agency website act* at least three .....

Vote: Unanimous consent

Edit 6 – Page 6 second paragraph delete by the Secretary

Edit 7 – Page 7 Article 3 (a) Insert section p from the Ordinance

Edit 8 – (e) strike from “After the close of nominations and prior to voting.....  
To the end of the paragraph.

Motion made by J. Tabb to consent to the typing of the edits as dictated during the meeting to be presented at the next Board meeting and to be voted on in December  
Second by R. Aitcheson.

Vote: Unanimous

**Election of JCESA Officers:** Page 5 (p) states the officers to be elected.

Nomination for Chairman - R. Aitcheson nominated Pete Kelley. No other nominations.

J. Tabb moved that P. Kelley be appointed Chairman by acclamation. Seconded by R. Aitcheson.

Vote: Unanimous

Nomination for Vice Chairman – R. Aitcheson nominated Chris Conroy.

J. Tabb moved that C. Conroy be appointed Chairman by acclamation. Seconded by R. Aitcheson.

Vote: Unanimous

Nomination for Treasurer - R. Aitcheson nominated J. Tabb seconded by C. Conroy.

Vote: Unanimous

Appointment of Secretary – R. Aitcheson moved that M. Freeman be appointed Acting Secretary until the board gets an opportunity to discuss the appointment with the Agency Director and approval of 2-3 hours additional time to do Board work. Motion seconded by J. Tabb.

Vote: Unanimous

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**DOA/Transport SOG :** C. Conroy reported that Ed Hannon, Jack Wysong and Chris Conroy had a special meeting with Alan Norton to discuss the DOA situation. He suggested that agenda item be tabled until that next meeting so that comments could be consolidated and edits made to the draft.

C. Conroy moved to delay the discussion seconded by R. Aitcheson.

Vote: Unanimous

The next Board meeting will be October 21 which conflicts with the Chamber of Commerce dinner. The Board gave unanimous consent to changing the next board meeting to October 22, 2014 at 7:00 pm.

R. Aitcheson asked if he could submit his DOA/Transport SOG comments in writing due to scheduled medical conflict. The Board Agree.

The Board adjourned at 8:29 pm by unanimous consent.